

Travis County Emergency
Service District 4.



14312 Hunters Bend Dr.
Austin, Texas 78723
Office (512) 836-7566,
Fax (512) 832-8389
www.esd4.org

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4 MINUTES OF THE REGULAR CALLED MEETING

December 15, 2020

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, December 15, 2020 at 6:30 p.m. via Zoom Teleconference. Commissioner Torgrimson being in the chair and a quorum present, the meeting was called to order at 6:31 pm.

Present: Commissioners Torgrimson, Alexander, Opiela and Wills with Commissioner Clark joining 6:37 pm

District Contractors: M. Logan and David Bailey

Public: Grayson Cox

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:31 pm.

2. Public Comments: None

Commissioner Opiela made the motion to move Item #6 up for discussion now and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present on Zoom.

Commissioner Clark joined at 6:37 pm via Zoom

3. Consider and take appropriate action on the minutes of the November 17, 2020 Regular Meeting: Commissioner Clark made the motion to accept the minutes of the November 17, 2020 regular meeting and was seconded by Commissioner Wills. The motion passed unanimously by a show of hands among those present on Zoom.

4. Consider and take appropriate action on the November 2020 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the November 2020 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Opiela made a motion to accept the November 2020 treasurer's report, including the expenditures over \$2000 report, and the line item expenditures as reflected



in the report, and other reports. Commissioner Alexander seconded the motion and it passed unanimously by a show of hands among those present on Zoom.

5. [Update on the TexPool Investment report:](#) Ms. Logan reviewed the November 2020 TexPool Investment Summary Report with the commissioners. No questions were asked.
6. [Consider and take appropriate action to approve the request of code variances in the parking lot permitting at Station 47:](#) Commissioner Opiela made the motion to allocate \$50,000.00 for the variances with any monies left over going to a bond and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present on Zoom.
7. [Consider and take appropriate action on establishing an ESD 4 name policy:](#) Commissioner Alexander made the motion to have the legal name of this organization as Travis County Emergency Services District 4. Where appropriate, the following names will also be used: Travis County Fire Control, TCESD 4 and ESD 4. The motion was seconded by Commissioner Opiela and passed by a show of hands among those present on Zoom with Commissioner Clark abstaining.
8. [Update from Wildfire Reduction Committee:](#) Commissioner Opiela made the motion to adopt the Wildfire Program and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present on Zoom.
9. [Update on the official ESD #4 history project:](#) Chief Bailey stated the project is ongoing and he is setting meeting appointments with various people. He is going through archives and will keep the board apprised with progress.
10. [Update on the commissioner's reference package project:](#) Ms. Logan stated the project has been completed and the web site has been updated. J
11. [Consider and take appropriate actions on the District Administrator's report to include updates on the AFD contract for services, District Office updates and other administrative topics:](#) See attached report.

Travis County Emergency
Service District 4.



14312 Hunters Bend Dr.
Austin, Texas 78723
Office (512) 836-7566,
Fax (512) 832-8389
www.esd4.org

12. Review and Approve Pending Disbursements: Commissioner Opiela made the motion to approve the pending disbursements and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present on Zoom.
13. Executive Session: None
14. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:09 pm.

Next meeting is scheduled for January 19, 2021


Approved by:

Peter Torgrimson

Attest:

[Signature]

GR1000-1b – Minutes-Written

MONTHLY REPORT DEC 15TH, 2020 BOARD MEETING		
To:	Travis County Emergency Service District 4.	
From:	District Administrator	Professional Civic Services, LLC

1) CURRENT AFD SERVICE-CONTRACT UPDATE:

I. Operations:

II. Prevention:

Brush removal: Emailed the dates and fliers to 16 HOA points of contact for distribution.

Outdoor burning: New guidelines to AFD for review. **(backup 1)**

III. Community Communication / Outreach: 6 phone calls, 3 webforms, 26 emails= 35 contacts.

IV. Fire Station condition updates:

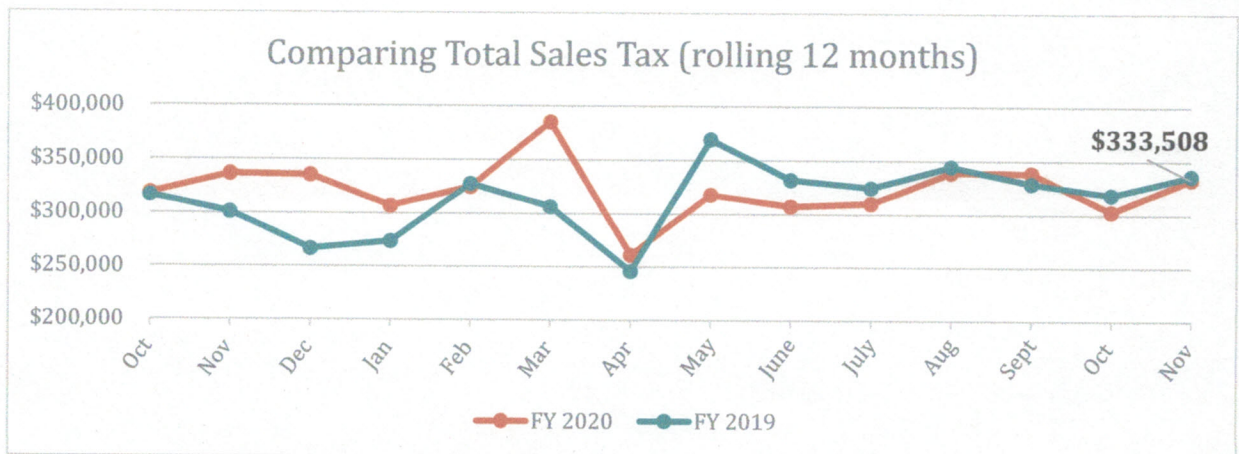
- 1) Station 48 Enlargement ideas- backup 2**
- 2) Variance request presentation (emailed .pdf)**

2) ADMINISTRATIVE TOPICS

Discuss changes in Wells Fargo service fees.

Discuss "Appraisal district budget fees" versus Travis County "tax assessor collector fees".

Web Site items: Review of new Web Site links.



WILDFIRE MITIGATION / OUTDOOR BURNING WORK GROUP

Nov.
2020

Travis County Emergency Service District 4.



RECENT CHANGES TO OUR WILDFIRE MITIGATION PROGRAMS.

I. Improved Wildfire Fuel removal.

a. Larger allowances in size and weight in the 2021 program.

5-15' in length, up from 4'.

8" trunk diameters, up from 4".

No weight limit, up from 100 limit.

b. Scheduled for the first 2 week of Jan and first 2 weeks of Feb. 2021.

II. Broadened the notification for outdoor burning.

a. All outdoor burning notification forms are now sent to the Travis County Fire Marshal, as well as AFD Dispatch.

PROPOSED ADDITIONAL CHANGES IN OUTDOOR BURING OVERSIGHT

1) Assign staff to review each outdoor burning **notification form** that is submitted via our website and directly contact the requestors, prior to the burn.

2) When contacting the requestor, staff will verify the information provided and ask several questions to determine if the requestor does indeed understand the Outdoor Burning Guidelines.

Verification may also include photo-documentation of the proposed burn pile.

3) If the requestor does not answer knowledgably, or if staff has any questions or concerns regarding the request, the closest fire station will be dispatched to investigation the situation.

-
- We will cite and adhere to the outdoor burning guidelines used by the TC Fire Marshal.
 - We are not adopting another fire code.
 - We will continue to rely on the TC Burn Ban system to limit all out-door burning, when conditions indicate an elevated risk.

Station 47
Parking Lot Permitting:
2020

Improvements for
Public Use & Public Safety



The Current Situation: We need to provide more parking on a “challenging” property.



What changed? Why is this needed?

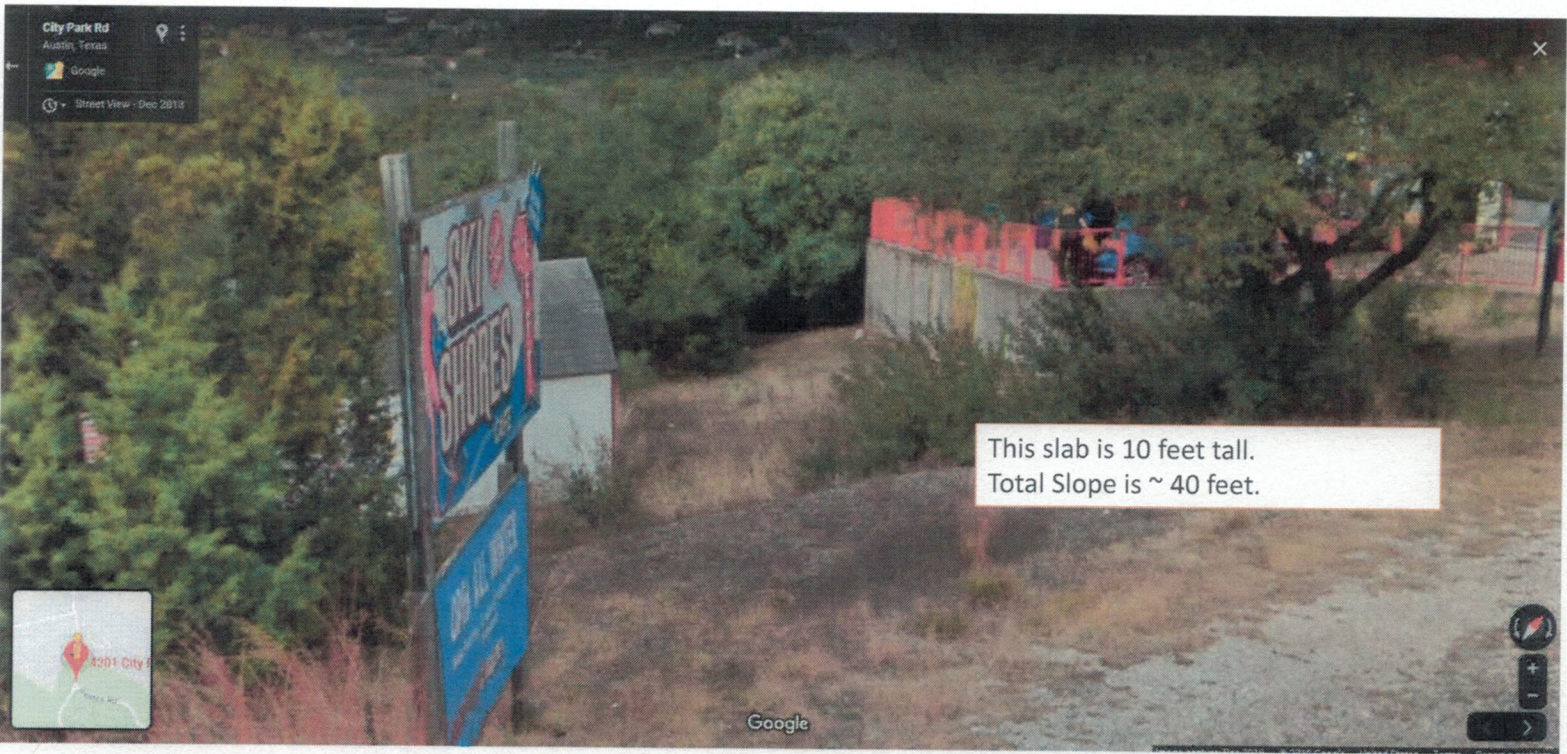
- It was originally built as an un-staffed station.
- Then parking was provided for 3-person staffing; now AFD requires 4-person staffing.
- During the noon shift-change there are at least 8 vehicles looking for space.
- Has become a public safety, roadway concern.



City Park Rd
Austin, Texas
Google
Street View - Dec 2018



Google



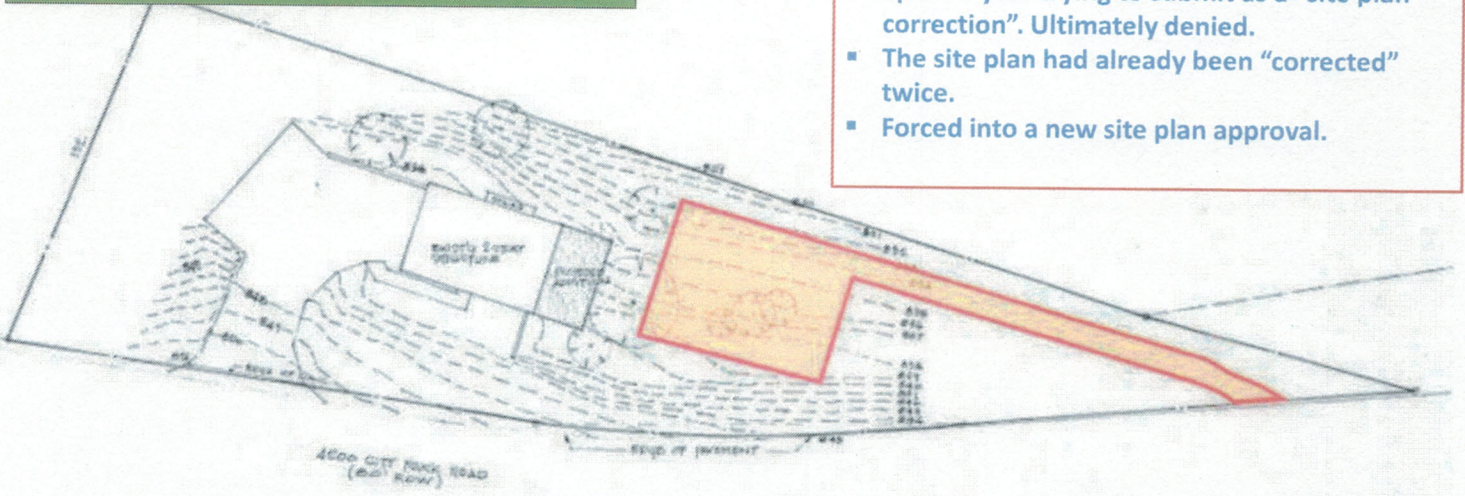
This slab is 10 feet tall.
Total Slope is ~ 40 feet.

Google

This was our original idea in
September of 2019.

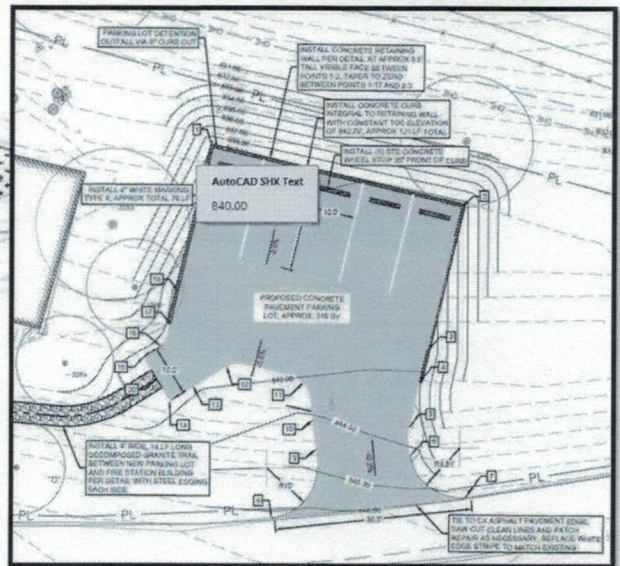
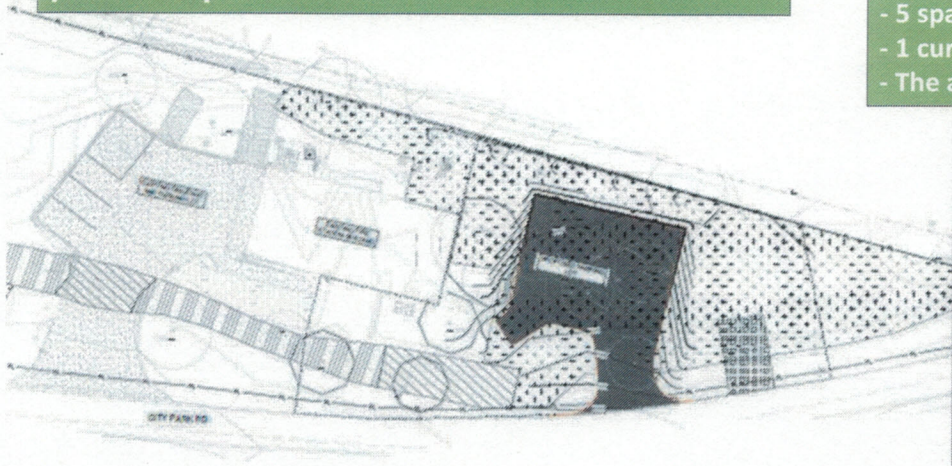
(yes, that is when we started this project...)

- Spent a year trying to submit as a "site plan correction". Ultimately denied.
- The site plan had already been "corrected" twice.
- Forced into a new site plan approval.



This is what we submitted as a "new site plan" for permits to build.

- 5 spaces
- 1 curb cut onto City Park Rd.
- The absolute smallest footprint we could make work.



*Yes, we have moved the project 90 yards,
but these last 10 yards are tough....*

- 1) Four pages of comments and questions from COA plan review.
- 2) Redesign, recalculations, dozens of phone calls, emails and visits with COA staff.
- 3) We have successfully addressed the large majority of comments and questions.

3) However, there are still 3 issues that we cannot get past.

And must formally apply for "variances" to the existing code.

- Some variances can be granted through “Administrative Approval”.
 - Done by administrative staff and cost between \$800- and \$1100 per request.
- Other variances can only be granted through “Commission Approval”.
 - Public Hearing; Notice must be given for Neighbors to comment and it cost \$8,200 per request.
- **All of our variance requests** must be approved by the Commission, even though staffers can, and would, recommend approval.

Our 4 requests for variance.

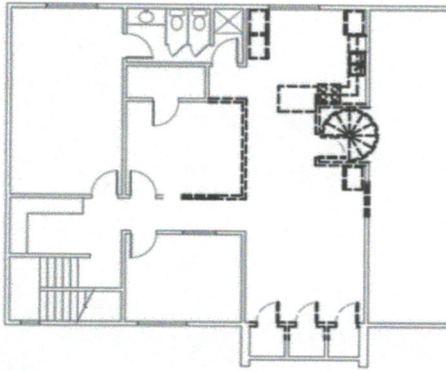
ALLOW	INSTEAD OF
1) 22% Impervious Cover	Limited to less than 20% of Net Site Area
2) 4+ feet of “cut and fill”	Limited to <4 feet of “cut and fill”
3) Construction on slopes >15%	No construction on slopes >15% which makes the project infeasible
4) Building a parking lot on slopes >15%	No parking on slopes >15% which makes the project infeasible

*3 and 4 above are essentially the same thing, but since there are two different code provisions the City requires that we get separate variances for each provision.

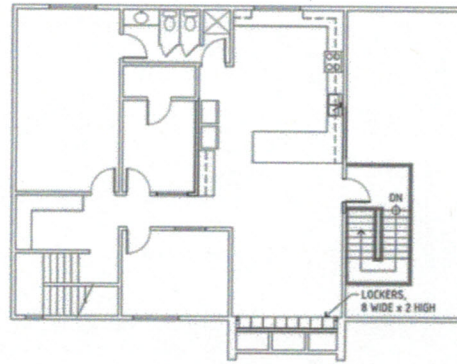
Community Involvement in the variance process.

1. Glad to walk the site and discuss.
2. We need letters of support.
3. We need to speak with affected neighbors, seek their input and address any questions.
4. We need to identify any potential opposition or challenges.
5. Hope to demonstrate the difference between Public Use Enhancement vs Private Development.

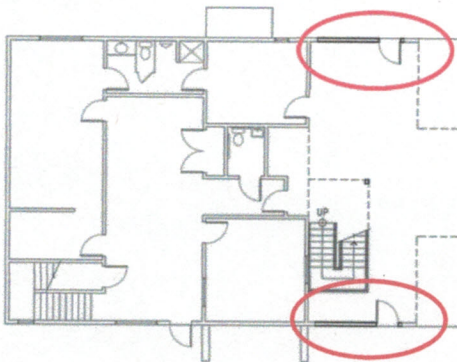
Kitchen Enlargement Ideas Station 48 (Barnaby Evans & Associates)



1 EXISTING SECOND FLOOR PLAN



1 PROPOSED SECOND FLOOR PLAN



1 PROPOSED FIRST FLOOR PLAN
SCALE: 1/8"=1'-0"

Travis County ESD #4
Check Detail
November 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		11/30/2020			1000 Wells Fargo ...	-69.74	-69.74
TOTAL					5906 Bank Service ...	-69.74	69.74
Check		11/10/2020	Professional Civic ...		1000 Wells Fargo ...	-2,310.00	-2,310.00
TOTAL					5925 Administrative ...	-2,310.00	2,310.00
Check	ACH	11/23/2020	Visa		1000 Wells Fargo ...	-222.58	-222.58
TOTAL					5700 Station Expen... 5910 Web Hosting 5801 Utilities	-8.00 -180.00 -34.58	8.00 180.00 34.58
Check	47117	11/17/2020	SAFE-D		1000 Wells Fargo ...	-1,100.00	-1,100.00
TOTAL					5603 SAFE-D Mem...	-1,100.00	1,100.00
Check	47118	11/17/2020	Logan Consulting		1000 Wells Fargo ...	-2,000.00	-2,000.00
TOTAL					5925 Administrative ...	-2,000.00	2,000.00
Check	47119	11/17/2020	M Logan		1000 Wells Fargo ...	-343.66	-343.66
TOTAL					5802 Office Supplies	-343.66	343.66

Travis County ESD #4
Check Detail
November 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	47120	11/17/2020	William D. Webb		1000 Wells Fargo ...	-1,100.00	-1,100.00
					5925 Administrative ...	-1,000.00	1,000.00
					5925 Administrative ...	-100.00	100.00
TOTAL						-1,100.00	1,100.00
Check	47121	11/17/2020	Charles Alexander		1000 Wells Fargo ...	-113.50	-113.50
					5911 Meetings	-113.50	113.50
TOTAL						-113.50	113.50